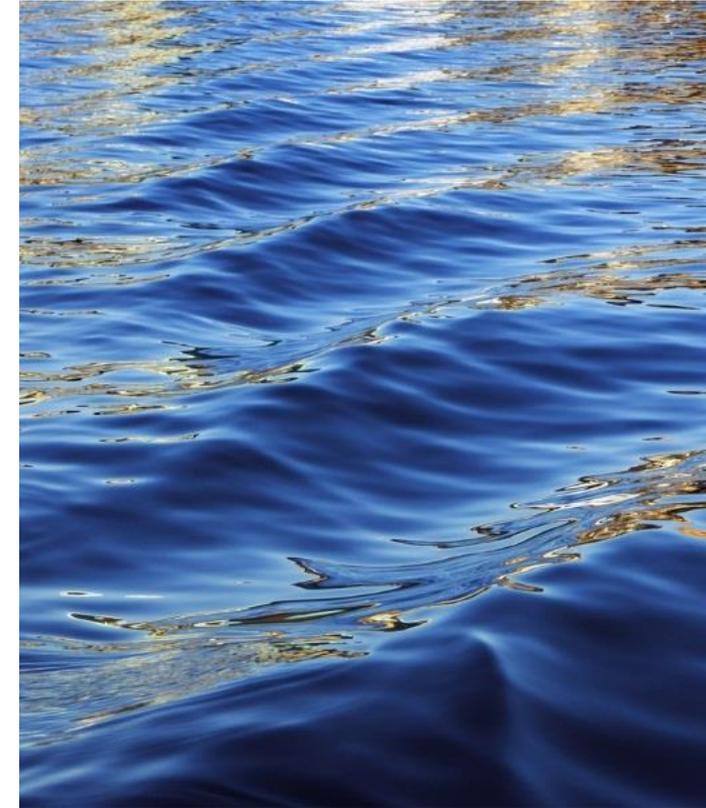




TDA Update for SWCD Employees October 2021

Subtitle



TDA Update for SWCD Employees

- Funding through TDA to SWCDs
 - ARCF
 - Operating Grants
 - Per Diems
 - Contribution Agreements
 - 10% Technical Assistance
- Partners for Fish and Wildlife
 - Certain areas where threatened and endangered aquatic species are present
- USDA-NRCS Funding for Contribution Agreement Employees
- TVA incentives for riparian buffers—coming soon.

TDA Update for SWCD Employees

- Funding through TDA to SWCDs
 - **Agricultural Resources Conservation Fund (ARCF)**
 - Application period (annual) in April annually
 - Application includes funds for conservation practices (agricultural BMPs)
 - Application includes requests for conservation field days
 - Application includes requests for specialized equipment
 - Additional rounds of funding for conservation practices (varies by fund availability)
 - Source of these funds comes from the Recordation Tax, TCA 67-4-409(l)
 - 37¢ per \$100 of value of property deed transfers
 - Of this 37 ¢ :
 - 3.25 ¢ funds the TWRA Wetlands Acquisition Fund
 - 1.75 ¢ funds the TDEC Local Parks Lands Acquisition Fund
 - 1.5 ¢ funds the TDEC State Parks Lands Acquisition Fund
 - 1.5 ¢ funds the TDA Agricultural Resources Conservation Fund

TDA Update for SWCD Employees

- Funding through TDA to SWCDs

The statutory intent of the Ag Resources Conservation Fund

“It is the intent of the general assembly that the highest priority of the agricultural resources conservation fund is to abate and prevent nonpoint source water pollution that may be associated with agricultural production.” TCA 69-4-409-(I)

TDA Update for SWCD Employees

- **Operating Grants**
 - Currently, \$2,100 per year to each SWCD.
 - These funds may be used for all District-related administrative expenses
 - Listing of approved expenditures:

Guidelines for the Use of Annual Operating Grant Provided to Soil Conservation Districts

Background

For several years, SCDs have received a grant, currently \$2,100.00 to assist with the expenses related to the operation of the SCD in each county. This guidance document is provided for the purpose of clarifying what are allowable and unallowable charges. The purpose of the operating grant is to provide funds that **support the mission of the SCDs** under state statute, as described in Tennessee Code Annotated §43-14-218. *The central criteria to use to evaluate whether an expense is appropriate should be its connection to the statutory objectives of the District, and whether an average taxpayer would find the expense reasonable and appropriate, should the District have to defend the expenditure.*

Allowable expenditures include, but are not limited to:

- General office administration expenses, office supplies, postage, etc.
- Costs associated with conducting the election of SCD Supervisors
- Salary supplement for SCD employees
- Background/security check expenses for SCD employees
- Field Day expenses
- Promotional supplies
- Annual Meeting Expenses
- Rental Equipment Repairs
- Tree Day expenses
- Advertising Expenses
- Travel expenses to meetings or events with direct benefit to the District program
- Membership Dues to related associations

Unallowable expenditures include, but are not limited to:

- Supplies and/or equipment for USDA personnel
- Labor costs for NRCS or FSA work performed by SCD personnel
- Donations to Livestock Shows
- Purchase of Auction Items for TACD/TCDEA
- Farm Maintenance
- Memorial Contributions

Case-by-Case Determinations

Districts should consult with TDA on proposed expenditures not listed, and get a written decision prior to the purchase.

Reporting

Use the form on the webpage: <http://tn.gov/assets/entities/agriculture/attachments/OpGrantExpense.pdf>, and submit it annually on or before July 31st each year, for the previous fiscal year

TDA Update for SWCD Employees

- “Per Diem” Stipends for SWCD Supervisors
 - Authorized in the SWCD Statute
 - \$30 per Supervisor for meetings of the District Board
 - Maximum of \$360 per year per Board member
 - Reimbursement Form for Per Diems signed by attendees, or noted if attended virtually.
 - Meeting minutes MUST document all attendees of the meeting.
 - Reimbursements are recommended to be submitted quarterly, semi-annually, or annually.
- Reimbursement Form is located here:
- <https://www.tn.gov/content/dam/tn/agriculture/documents/landwaterstewardship/SCDperdiem.pdf>



TENNESSEE STATE SOIL CONSERVATION COMMITTEE
 440 Hogan Road
 Nashville, TN 37220

County Name
 Here

Use This Form to Certify SCD Supervisor
 Attendance at Board Meetings

Date meeting
 held

County Soil Conservation District

Date of Meeting:

We the undersigned Soil Conservation District Supervisors, did work to promote and administer the soil conservation program in our district and are entitled to \$30.00 per diem, pursuant to Tennessee Code Annotated 43-14-217(b) for meeting as listed below, and as documented in the district minutes, for the date above. Further, we affirm that the meeting included a thorough review of the District's financial transactions, including but not limited to a review of bank statements and related documentation; and, a monthly bank reconciliation to ensure that District funds are used for intended purposes.

State Fiscal Year

Supervisor Name		Signature	Per Diem Amount Requested
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Total Per Diem Request			<input type="text"/>

For each
 Supervisor
 participating
 in meeting,
 type in \$30

Put Total here

I certify this record to be true and accurate to the best of my knowledge.

Approved:
 Soil Conservation District Chairman

Form must be
 signed

Accepted:
 SSCC Technical Secretary

Leave this blank

TDA Update for SWCD Employees

- Contribution Agreement Positions
 - Currently 32 positions funded
 - NRCS has agreed to fund up to 40 positions
 - SWCDs that have a need should approach their county commission for support.
 - Funding is dependent on the health of the real estate market.

TDA Update for SWCD Employees

- 10% Technical Assistance Approval
 - SWCDs have used this option to secure additional technical assistance and/or administrative support
 - Normally, application is made for this during the annual application window in April each year.
 - Use the Technical Assistance Application Form on the LWSS webpage
 - Refer to ARCF Guidance on TDA LWSS Webpage

TDA Update for SWCD Employees

- Partners for Fish and Wildlife Funding
 - US Fish and Wildlife Service funds
 - Used for conservation practices in watersheds known for threatened and endangered species.
 - The USFWS staff in the Cookeville manages this program, and reimbursements are made through the Cumberland Co SWCD.

TDA Update for SWCD Employees

- Program through TDA Division of Forestry
 - Duck Elk Watershed Initiative
 - Managed through TDA Forestry Division
 - Funding through a variety of sources
 - Funding for consulting foresters to do planning
 - Cost share funding for tree plantings
 - Per acre incentives provided
- Contact Nathan Hoover with TDA Forestry Division for more info.
 - Nathan.Hoover@tn.gov
 - 615-837-5552

TDA Update for SWCD Employees

- New Program to Begin November 2021
 - Tennessee Riparian Incentive Program (TRIP)
 - Formal announcement coming in November 2021
 - Initial work will be in the Clinch and Powell River Watersheds, and will expand to the Duck and Elk Watersheds, and all other water bodies that have been assessed as impaired by TDEC due to a lack of riparian buffer.
 - Initial Plan will be to sign up interested landowners with Continuous Signup CRP
- Following the installation of the forested buffer, TVA funding will be used to provide an incentive payment to the landowner.

TDA Update for SWCD Employees

- Records Retention
 - Contract documents
 - Annual reports
 - Reimbursements
 - SWCD election and appointment information
 - Meeting minutes
 - Bank Statements
 - Employee records
- Refer to <https://www.tn.gov/agriculture/farms/conservation/ag-farms-sscc.html>
- Scroll to bottom of page to Tennessee Secretary of State Records Management Policy

TDA Update for SWCD Employees

- Conflict of Interest (COI) Annual Certifications
 - Each Board must vote to approve the COI Policy Annually
 - Each Board member must sign a COI declaration Annually
- Comptroller Actions this past year.
- COI going forward

TDA Update for SWCD Employees

- Title VI Training Certification
 - <https://www.tn.gov/agriculture/department/title-vi-requirements.html>
 - We need all of our “subrecipients” to be trained in Title VI policies and procedures, and we need documentation from each.
 - The training received annually from USDA-NRCS is acceptable, but all Districts will need to certify that all Board members and staff have received training annually.
 - Title VI training certifications going forward.

TDA Update for SWCD Employees

- Websites for Further Information
- Soil and Water Conservation District Statute
 - Tennessee Code Annotated 43-14-201
 - <https://www.tncourts.gov/Tennessee%20Code>
- Agricultural Resources Conservation Fund
 - Tennessee Code Annotated 67-4-409(l)
 - Same web link as above
- TDA Land and Water Stewardship
 - <https://www.tn.gov/agriculture/farms/conservation.html>
 - ARCF: https://www.tn.gov/agriculture/farms/conservation/agricultural-resources-conservation-fund_rd.html
 - SWCDs information: <https://www.tn.gov/agriculture/farms/conservation/ag-farms-sscc.html>

TDA Update for SWCD Employees

Questions?